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ABSTRACT

The materials listed in the annotated bibliography are especially appropriate for use with students in the exploration stage of vocational development which usually occurs during the junior and senior high school years. The material represents only a small fraction of available career resources, but it may serve as a starting point for persons interested in implementing career programs in their schools. Thirteen items are listed as essential materials. Another 36 entries are described as helpful materials. These include books, guides, workbooks, and five career kits. Most of the materials are directed either toward assisting the student to evaluate his special interests and abilities or toward providing specific occupational information. Each entry includes the title of the material, author's name (where applicable), cost of the material, a paragraph-length annotation, and the source from which the material can be obtained. (Author/AG)

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CAREER DEVELOPMENT MATERIALS:

An Annotated Bibliography

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CAREER DEVELOPMENT MATERIALS:

An Annotated Bibliography

compiled and annotated

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INTRODUCTION

This pamphlet contains information concerning some of the publications which may be helpful to teachers and counselors in assisting students with their vocational development. Most of the materials listed are especially appropriate for use with students in the exploration stage of vocational development which usually occurs during the junior and senior high years. During this stage, students should evaluate their interests, abilities and values in considering various vocational areas.

Only a small fraction of available career resources has been included in this pamphlet. However, it may serve as a starting point for persons who are interested in implementing career programs in their schools.

ESSENTIAL MATERIALS

1. OCCUPATIONAL OUTLOOK HANDBOOK
Cost: $6.25

More than 700 occupations representing a large percentage of the work force are included. A photograph and information concerning the nature of the work; places of employment; training, other qualifications, and advancement; employment outlook; earnings and working conditions; and scurces of additional information are included for each occupation. Another section treats occupations within various industries, such as the restaurant or banking industries. The handbook is written in a simple, easy to understand manner which should appeal to most students. The teacher may consider ordering more than one handbook for the class.

Source: Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

2. DICTIONARY OF OCCUPATIONAL TITLES, Volume I
Cost: $6.00

Volume I contains 35,500 job titles and descriptions of occupations which are listed alphabetically. DOT numbers are assigned to each title.

Source: Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

3. DICTIONARY OF OCCUPATIONAL TITLES, Volume II
Cost: $6.00

Volume II contains the same job titles listed in DOT number sequence and a section in which job titles are arranged according to industry. Information relating to the last three digits of the DOT number concerning worker traits and requirements for different jobs is also given. Although the DOT may be too complicated for easy use by some students, it is a must for every classroom.

Source: Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

4. CAREER EXPLORATION: A GUIDE FOR TEACHERS 1970
Cost: $1.50

This publication was especially designed for use in a career exploration course offered in grades eight, nine, and ten of Oklahoma schools. The guide is not a textbook, but provides many creative ideas which may be used by the teacher in providing students with experiences which will help them to meet the challenges of the future. Units in the guide are entitled: Know Yourself, World of Work, Use of Occupational Information, and Career Educational Planning. This inexpensive publication provides many suggestions which should be very helpful in providing students with experiences relating to career exploration.

Source: State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

5. INTRODUCTION TO VOCATIONS 1967
H. E. Beam and J. R. Clary
Cost: $3.50

This publication was prepared for teachers of occupational orientation in North Carolina. Many helpful suggestions and activities which may be used by occupational orientation teachers are given.

Source: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

6. OCCUPATIONAL INFORMATION: WHERE TO GET IT AND HOW TO USE IT 1967
Robert Hoppock
Cost: $9.95

This publication is indeed a valuable tool for teachers of occupational orientation. Information concerning the sources of occupational literature, and classification and filing systems is included. The author has a special chapter on the teaching of occupations and explains in detail, activities which might be carried out in occupational orientation classes, such as alumni follow-ups, group conferences, student surveys, case conferences, laboratory studies, and many others.

Source: McGraw-Hill Book Co.
330 W. 42nd Street
New York, New York 10036

7. EDUCATORS GUIDE TO FREE GUIDANCE MATERIALS
Mary H. Saterstrom and Joe A. Steph
Cost: $8.75

This publication, which is revised each year, classifies and provides ordering information for nearly 1,000 free materials, including films, filmstrips and slides, tapes, and printed material. Occupational orientation teachers should find this book very helpful.

Source: Educators Progress Service
Box 497
Randolph, Wisconsin 53956

8. OCCUPATIONAL LITERATURE: AN ANNOTATED BIBLIOGRAPHY 1971
Gertrude Forrester
Cost: $15.00

This publication, which has recently been revised, probably gives the most comprehensive coverage of occupational literature. Complete ordering information is given for publications relating to alphabetically listed occupations. Teachers will probably find this publication to be especially helpful.

Source: The H. W. Wilson Company
950 University Avenue
Bronx, New York 10452

9. SUCCEEDING IN THE WORLD OF WORK 1970
Grady Kimbrell and Ben S. Vineyard
Cost: $7.95

This complete textbook is written by men who have had experience in the world of business and education. The authors have tried to bring together in one book the essentials every worker needs to understand in order to be successful on his job. This book will make a valuable supplementary text for the teacher.

Source: McKnight & McKnight Publishing Co.
U. S. Route 66 at Towanda Avenue
Bloomington, Illinois 61701

10. ACTIVITIES FOR SUCCEEDING IN THE WORLD OF WORK 1972
Grady Kimbrell and Ben S. Vineyard
Cost: $1.98

This publication was designed to be used as a workbook to supplement the text. Numerous activities designed to enable the student to analyze himself and make plans for the future are included.

Source: McKnight & McKnight Publishing Co.
U. S. Route 66 at Towanda Avenue
Bloomington, Illinois 61701

11. LOVEJOY'S CAREER AND VOCATIONAL SCHOOL GUIDE
C. E. Lovejoy
Cost: $6.50

Pertinent information is given about vocational schools throughout the country.

Source: Simon & Schuster, Inc.
630 Fifth Avenue
New York, New York 10020

12. LOVEJOY'S COLLEGE GUIDE
C. E. Lovejoy
Cost: $7.50

This book provides a wealth of information about colleges and universities throughout the country. It gives a description of each institution listed, degrees granted, and accreditation granted by regional and professional associations. The book also contains many helpful hints to assist the student in selecting the right school.

Source: Simon & Schuster, Inc.
630 Fifth Avenue
New York, New York 10020

13. LOVEJOY'S SCHOLARSHIP GUIDE
C. E. Lovejoy
Cost: $4.95

This publication lists various scholarships which are available and gives information on how to secure scholarships.

Source: Simon & Schuster, Inc.
630 Fifth Avenue
New York, New York 10020

14. JOB GUIDE FOR YOUNG WORKERS
Cost: $1.50

This publication includes 82 Occupational Briefs containing information on 150 jobs. Sections on usual duties, characteristics of the job, qualifications, employment prospects, advancement opportunities, and finding the job are included for each brief. Additional sources of free and inexpensive occupational information which may be helpful to both students and teachers are explained at the end of the publication. This inexpensive book is well worth the price.

Source: Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

15. CAREER EDUCATION: A HANDBOOK FOR IMPLEMENTATION
Cost: $.55

Basic concepts concerning career education are explained in the first part of the publication. The second section deals with implementing career education at the state and local levels. Specific steps which may be taken in getting the community involved are also included.

Source: Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

16. CAREER EDUCATION RESOURCE GUIDE 1972
Cost: $4.25

The publication is designed to provide counselors and teachers with examples of how career education can be implemented in the classroom. Numerous activities designed to actively involve students are included for all grade levels. The publication is unique in that it describes recommended activities in detail. Each activity has sections on concepts, performance objective, materials, lesson capsule, and observations.

Source: Career Programs
General Learning Corporation
Morristown, New Jersey 07960

17. PLANNED GROUP GUIDANCE 1961
C. Gilbert Wrenn, Reinhard G. Hein, and
Shirley Pratt Arzrock
Cost: $2.50

Thirty-eight projects relating to Orientation to School, Orientation to Others, Orientation to Self, and Orientation to the Future are included in this publication. Information given for each project includes purpose of project, background information for discussion, suggested procedures, teacher's reading and student's reading. This publication should be very helpful to teachers, since it gives a step-by-step approach which may be used in conducting group activities.

Source: American Guidance Service, Inc.
Publishers' Building
Circle Pines, Minnesota 55014

18. THE TEACHER'S ROLE IN CAREER DEVELOPMENT 1965
Wesley W. Tennyson, Thomas A. Soldohl, and Charlotte Mueller
Cost: $1.90

This is an excellent publication which is definitely worth the small investment. The sections giving additional sources of occupational information and relating school subjects to careers are especially good. Practical suggestions are given on specific ways in which teachers can relate their subjects to various occupations.

Source: National Vocational Guidance Association
1605 New Hampshire Avenue, N.W.
Washington, D. C. 20009

19. OCCUPATIONS AND CAREERS 1969
Norman Feingold and Sol Siverdloff
Cost: $7.96

This publication was designed for courses in occupational orientation and for use as a reference for counselors and students. The first part of the book takes a general approach to the world of work and career planning, while the second half discusses specific occupations by DOT classification. This book, which is almost a must, will be a valuable supplement to one's career library.

Source: McGraw-Hill Book Company
330 West 42nd Street
New York, New York 10036

20. GROUP INSTRUCTION HANDBOOK FOR VOCATIONAL AGRICULTURE TEACHERS
Geral B. Kennedy and T. J. Honeycutt
Cost: $4.45

Although this publication was designed for agriculture classes, most of the activities are appropriate for use in occupational orientation classes. Included in the publication are sections on getting a job, human relations and personality development, scholarship and schools, personal traits, health and habits, and business organizations and procedures. Information relating to planning and leading group discussions is also given. Objectives, references, activities, questions and answers, and information sheets are given for each topic covered. This text provides an excellent outline for teachers who are interested in conducting group activities in the classroom.

Source: Vocational Instructional Services
Texas A & M University
College Station, Texas 77843

21. HOW TO GET THE RIGHT JOB AND KEEP IT 1970
Frank S. Endicott
Cost: $2.75

This book is designed especially for students who do not plan to attend college. Information is given on job prospects after high school and how to prepare for and obtain various jobs. Chapters on what to expect and how to succeed in a job are included. This publication contains a great number of suggested activities and situational questions which the teacher may use in class.

Source: Management Information Center
Box 357
Miami, Florida 33145

22. HANDBOOK OF JOB FACTS 1968
Norma Thiemann
Cost: $5.20

This book contains summaries of pertinent data for 300 major occupations. Concise information is given for each of these occupations concerning major duties of the occupation; main industries and areas in which the occupation is found; number of workers in the occupation; education and training necessary; special qualifications, including abilities, aptitudes, interests and character traits; how to enter the occupation; chances of advancement; earnings; and expected opportunities. Information about occupations, which is presented alphabetically in chart

form, is easy to use. This publication, which is designed for grades nine through twelve, may also be used by students in junior high. Every occupational orientation teacher could use this publication.

Source: Science Research Associates
259 East Erie Street
Chicago, Illinois 6061[illegible]

23. ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE 1971
Volume I and Volume II
William E. Hopke
Cost: $26.95

Both volumes, which consist of over 1500 pages, give a great deal of information for the money. Volume I contains 5 articles which give ideas for guidance of students and 71 articles concerning opportunities in major industries, such as medicine advertising, and mining. Volume II contains 220 articles covering over 650 specific occupations. Each article contains much of the same information presented in occupational briefs. A primary disadvantage of bound volumes is the fact that they may be used by only one person at a time.

Source: J. G. Ferguson Publishing Co.
6 North Michigan Avenue
Chicago, Illinois 60602

24. APPLYING FOR A JOB
Patricia M. Rath, Ralph E. Mason and
Lloyd J. Phipps
Cost: $2.95

This guide contains cards with questions on the front and answers on the back concerning applying for a job. Students may play a game by seeing how many questions they can correctly answer.

Source: The Interstate Printers & Publishers, Inc.
Jackson at Van Buren
Danville, Illinois 61832

25. SUCCEEDING ON THE JOB
Patricia M. Rath, Ralph E. Mason and
Lloyd J. Phipps
Cost: $3.25

This self-study guide for students consists of a set of 4" x 6" cards with questions on the front and answers on the back. The

student may learn about the importance of developing successful work habits.

Source: The Interstate Printers and Publishers, Inc.
Jackson at Van Buren
Danville, Illinois 61832

26. OCCUPATIONAL ESSENTIALS 1970
David J. Richter
Cost: $3.95

Although this publication is designed to be used as a student workbook, the teacher may also utilize a single copy to obtain many helpful suggestions for classroom use. Materials concerning self-evaluation are included. However, most emphasis is placed on securing a job and succeeding on the job. An instructor's guide is also available for $7.50.

Source: H. C. Johnson Press, Inc.
P. O. Box 4156
Rockford, Illinois 61110

27. HOW TO CHOOSE YOUR WORK 1969
Elna Stone
Cost: $1.80

This publication is divided into three sections: W[illegible] Do You Want to Do?; What Can You Do?; and Kinds of Work Available to You. Numerous rating scales and questionnaires designed to assist the student in self-exploration and consideration of available jobs are included.

Source: Bruce Publishing Company
2642 University Avenue
St. Paul, Minnesota 55114

28. CONCISE HANDBOOK OF OCCUPATIONS 1971
Joan M. Costello and Rita Parsont Wolfson
Cost: $7.95

This publication includes one page briefs for 305 occupations which are listed in alphabetical order. Each brief includes one photograph and a short description of the occupation. The briefs give only a general idea about specific occupations, and other sources must be consulted for more detailed information.

Source: J. G. Ferguson Publishing Company
6 North Michigan Avenue
Chicago, Illinois 60602

29. TEACHERS' GUIDE TO GROUP VOCATIONAL GUIDANCE 1971
Bruce Shertzer
Cost: $5.55

This publication suggests group activities relating to the World of Work, Knowing Yourself, and Securing a Job and Progressing in It. Each of the 41 lessons includes sections on lesson aims, motivational tips, procedure, summary, assignment, and lesson resources. Teachers may selectively use the lessons which seem to be appropriate for their classes.

Source: Bellman Publishing Company
P. O. Box 172
Cambridge, Massachusetts 02138

30. FINDING YOUR ORBIT 1971
E. G. Haldeman, et al.
Cost: $1.25

This booklet is designed to help students analyze their interests and abilities and make more realistic career choices. Numerous student activities which may be implemented in an occupational orientation class are given.

Source: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

31. CAREERS FOR THE SEVENTIES 1969
Cost: $1.85

Descriptions of 20 occupations are presented in story form in this publication. These stories are not dull recitations of job facts, but give many interesting aspects of these occupations.

Source: Dow Jones Books
Box 300
Princeton, New Jersey 08540

32. GETTING A JOB 1966
Florence Randall
Cost: $2.50

This publication lists jobs in various areas which require a minimum of training and skill. Simple explanations concerning the necessary procedures in obtaining jobs are given. Chapters on getting ready for work, finding a job, getting a job interview, and filling out application forms are included.

Source: Fearon Publishers
6 Davis Drive
Belmont, California 94002

33. GUIDANCE IN ACTION: IDEAS AND INNOVATIONS FOR SCHOOL COUNSELORS 1970
Kenneth U. Gutsch and John D. Alcorn
Cost: $7.95

This publication was written by two prominent counselor-educators here in Mississippi. Portions of the book relating to educational and vocational information, group approaches, and placement should be especially meaningful to the occupational orientation teacher.

Source: Parker Publishing Company
West Nyack, New York 10994

34. CAREER INFORMATION IN COUNSELING AND TEACHING 1971
Lee E. Issacson
Cost: $9.95

This publication has sections on classifying occupations, preparation for work, occupational materials, and the use of occupational information.

Source: Allyn and Bacon, Inc.
470 Atlantic Avenue
Boston, Massachusetts 02110

35. DISCOVERING YOURSELF 1969
Marjorie C. Cosgrove and Irma Unruh
Cost: $2.25

This booklet is designed to enable a student to find out more about himself and his self-concept. Various tools for self-exploration, such as self-appraisal charts and quizzes, are given. Hypothetical situations and stories are also given for students to consider how they would respond in a variety of settings. The publishers recommend this booklet for use in grades seven through nine.

Source: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

36. MY EDUCATIONAL PLANS 1970
Harold L. Munson
Cost: $2.42

This text will help the student to plan a realistic high school program through consideration of his interests, abilities, achievements, values and attitudes. He will

also have an opportunity to appraise his progress to date. Fifteen self-appraisal inventories are included in this publication which is recommended for grades seven through nine.

Source: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

37. YOU AND YOUR JOB 1967
Walter L. Blackledge, Ethel H. Blackledge, and Helen J. Keily
Cost: $2.08

This publication tells students how to go about finding and applying for jobs. Information concerning the job interview, letters of application, and summer employment is emphasized.

Source: South-Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

38. ON THE JOB 1970
Joseph L. Norton
Cost: $5.95

This publication consists of 65 actual work diaries giving first-person accounts of day-by-day experiences of workers in various jobs.

Source: J. G. Ferguson Publishing Co.
6 North Michigan Avenue
Chicago, Illinois 60602

39. TEST SCORES AND WHAT THEY MEAN 1971
Howard B. Lyman
Cost: $6.95

This book does a good job of explaining different types of tests, norms, scores, profiles, and other information relating to tests in a relatively easy-to-understand manner.

Source: Prentice-Hall, Inc.
Englewood Cliffs, New Jersey 07632

40. GUIDE TO COLLEGE MAJORS
Cost: $4.50

This publication provides information concerning degrees granted for two to five years of study. College majors and the institutions offering degrees in each major are given.

Source: Chronical Guidance Publications, Inc.
Moravia, New York 13118

41. MAJOR FIELDS OF STUDY
Cost: $4.50

This publication lists educational institutions in each state and the majors offered at each institution.

Source: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

42. STUDENT AID ANNUAL
Cost: $7.50

This publication contains an up-to-date listing of numerous sources of financial aid available to undergraduate and graduate students. Requirements and addresses are included.

Source: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

43. PERSONALIZING INFORMATION PROCESSES 1969
Joseph W. Hollis and Lucile U. Hollis
Cost: $9.95

This publication gives many excellent ideas concerning ways of relating occupational information to the individual student. Comprehensive coverage is given to a wide variety of sources and types of educational and occupational information. This book will be helpful to a teacher in locating additional sources of career information.

Source: The Macmillan Company
866 Third Avenue
New York, New York 10022

44. THE INFORMATION SERVICE IN GUIDANCE 1966
Willa Norris, Franklin R. Zeran, and Raymond N. Hatch
Cost: $10.50

This publication tells how to conduct community surveys, job analysis, and follow-up studies. Special activities which might be conducted in occupational orientation classes are also given.

Source: Rand-McNally & Company
Box 7600
Chicago, Illinois 60680

45. OCCUPATIONAL INFORMATION: THE DYNAMICS OF ITS NATURE AND USE 1964
Max F. Baer, and Edward C. Roeber
Cost: $8.60

This publication gives a good description of different types of occupational information along with detailed instructions for ordering information. For instance, ordering information is given for materials which may be obtained from government sources, private publishers, professional and industrial societies, and trade associations and labor unions.

Source: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

CAREER KITS

46. OCCUPATIONAL EXPLORATION KIT (OEK)
Cost: $115.00
Grade Range: nine through twelve
Contents: 400 Occupational Briefs
17 Job Family Booklets
8 Guidance Series Booklets
25 Student Record Books
Guide for Counselors and Teachers
Occu Scan

Many occupational orientation teachers find this career kit to be almost indispensible in conducting their classes. Although the classification system used by SRA is relatively simple, it does not correlate well with other filing systems.

Source: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

47. WIDENING OCCUPATIONAL ROLES KIT (WORK)
Cost: $170.00
Grade Range: six through nine
Contents: 400 Junior Occupational Briefs
5 Junior Guidance Booklets
35 Student Workbooks
Teacher's Manual
5 Color Filmstrips

Some junior high teachers prefer the WORK over the OEK. The occupational briefs are more colorfully illustrated and written at a simpler level. Each brief gives a short fictional story which describes a typical worker in the occupation presented. Jobs are classified as those which deal primarily with things, primarily with people or animals, and primarily with ideas.

Source: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

48. DESK TOP CAREER KIT
Cost: $114.50
Grade Range: Junior High School
Contents: 1,000 items which include career briefs, career summaries, career reprints, and job guides.

Source: Careers, Inc.
P. O. Box 135
Largo, Florida 33540

49. DESK TOP CAREER KIT
Cost: $125.00
Grade Range: Senior High School
Contents: 900 items which include career briefs, career summaries, career reprints, and job guides.

The career kits are easy to use and provide sketches of a wide variety of occupations. The contents of the kits are classified according to DOT classification which is used for occupational materials printed by the government. However, the DOT coding is complicated and special training may be required to use it. Although the card size materials may be easy for the teacher to handle, some students may have difficulty in handling these small briefs.

Source: Careers, Inc.
P. O. Box 135
Largo, Florida 33540

50. READY REFERENCE TO OCCUPATIONS KIT
Cost: $109.50

This desk-top file includes 400 occupational briefs, coded dividers, and one year's subscription to Chroncile's Brief Service. The DOT classification system is used.

Source: Chronicle Guidance Publications, Inc.
Moravia, New York 13118